# Meeting Minutes

**Group name:** OneTeam

**Date:** 7/29/16

**Time:** 7:00pm – 8:00pm

**Location:** Hangouts

**Primary facilitator:** Sang-Joon

**Minute Taker:** Jacqueline Pham

**Attending:** Chris Carducci, Sang-Joon Lee, Jackie Pham, David Blair,

Juan Landaverde, Srivathsa Rajagopal

**Objective (or Agenda):**

1. Status on Bug Fixes

2. Status on Testing

3. Prep for Presentation

* presentation material - ownership of who will take on which slides
* who will do presentation slide? who will do demo?
* Q & A - architects? or everyone answering?

4. Documentation

* SDD material

5. Final production date and time

**Current Status (include the reference to related documents):**

**Discussion:**

* Most of bug fixes have been resolved. Srivathsa tested a couple today and will close out once verified in production
* One item open right now, cancel button may not be necessary in queued because it is consistent with bugs.
* Bugs - last updated 4 hours. U.S. - NY is the timezone, Chris will switch mysql from UTC to Eastern timezone
* Chris added tests for Chat now
* Edit project page Juan will work on
* Split up powerpoint and assign powerpoint
  + See slide notes for assignment
  + <https://docs.google.com/presentation/d/16YzApMn5q91soxC-xdeQwMEK7guIEaZAZMJBPv9cbGo/edit#slide=id.g1165b814a8_6_12>
* Aim for 15 minutes for slides, 10 minutes for demo, 5 minutes for Q&A
  + Each slide 1.5 minutes
  + Already presented most of software, few bug fixes to show
    - Should breeze through the features we already showed
    - Srivathsa to do Queued Demo
    - Chris to do ChatNow Demo
    - Jackie to do Bugs Demo
    - Show dashboard after each component shared

**Accomplishments/Decisions:**

* Will deploy to production Sunday Night - 7/31 - 5pm deployment
* Brief meeting (15 minute meeting) on Sunday night - 7/31 - 7:00 pm